

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Bedding Advisory Board

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>MINUTES</u> The record of staff or board meetings covering the official acts of the board with respect to policy, administrative operations, and procedures. Minutes contain proposed rules and regulations, advice to the Division of Drug Control and Products Safety, standards of tolerance of feathers and down. Minutes are arranged chronologically.	Retain permanently.
2.	<u>GENERAL CORRESPONDENCE FILES</u> Correspondence with individuals, state officials, institutions, and agencies pertaining to the business of the board. Correspondence arranged chronologically with minutes.	Retain for three (3) years, then destroy.

Schedule approved by Department, Agency or Division Representative

Alexander J. Ogrin
SignatureChief - Division Product Safety
Title3/21/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/5/77
DateEdward J. Goggin
Archivist

Date

Secretary